



SINHGAD TECHNICAL EDUCATION SOCIETY

S.No.44/1, Vadgaon (Budruk), Off Sinhgad Road, Pune - 411 041. Tel./Fax : (020) - 435 47 21. E-mail : stes@pn2.vsnl.net.in

SERVICE RULES

&

REGULATIONS

CERTIFICATE

This is to certify that
this is the true and correct copy
of the rules of the
Sinhgad Technical Education Society, Pune - 411 041
and shall come in force with immediate effect.

sd/-

Prof. M. N. Navale
Founder President
&
Chief Managing Trustee

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Service Rules and Regulations

General:

Sinhgad Technical Education society was established on 6th July, 1993. The Society provides excellent educational and training facilities in the fields of various disciplines of Engineering, Management, Architecture, Pharmacy, Primary and Secondary education (English Medium). All the Institutes under the umbrella of the Society are approved by Government of Maharashtra and other statutory bodies.

Employees of Sinhgad Technical Education Society:

Any person appointed by Sinhgad Technical Education Society in any of the following categories is employee of Sinhgad Technical Education Society

- Teaching Faculty : Director / Principal, Professor, Asst. Professor, HOD, Lecturer and Librarian.
- Non-teaching Staff : This includes -
Administrative Staff
Maintenance and Security Staff
Technical supporting staff for Laboratories and Workshop.

Rules and regulations given in the next sections are applicable to all the employees of Sinhgad Technical Education Society except those who are on work charge basis. Any concession in rules and regulation with due reasons or changes in rules and regulations if required may be considered by the Governing Body of Sinhgad Technical Education Society.

1. GENERAL CONDITIONS OF SERVICE:

- The services of employees will be governed by the rules and regulations of Sinhgad Technical Education Society, Concerned University or Board and State Government, in force from time to time.
- The services may be terminated at any time by giving one month notice / three months notice or payment of one month pay / three months pay in lieu of notice period on either side, in case of temporary or confirmed employees respectively.

- The services are transferable to any other institution run by Sinhgad Technical Education Society, or its associate / affiliate.
- Each employee will have to undergo medical examination by the Medical Officer of Sinhgad Technical Education Society and shall be required to produce physical fitness certificate at the time of joining.
- In case, if any employee is found irregular and negligent of his/her duties and his/her Performance is found unsatisfactory, his/her services may be terminated without any notice.
- If any employee is found to be involved in activities contradictory to law or harmful to the Society, his/her appointment may be terminated without any notice.
- The appointment of teaching staff on adhoc basis is subject to approval of the competent authority (Pune University or D.T.E.) and non receipt of the same will result into discontinuation of service.

DUTIES

While performing the duties, every employee must have

- Utmost integrity
- Devotion to duty and maintain healthy academic environment
- Good behavior and excellent interpersonal relations.
- The Head of the Institution should take all measures to ensure that all employees working under him are discharging their duties with integrity and devotion and there are no malafied intentions and acts which will jeopardise the interest of the Sinhgad Technical Education Society .
- Each employee must obey the orders and discharge the work assigned to him by his Senior Officer / Head of the Institution or by management. Each employee is expected to perform duties encountered by virtue of his / her designation.

2. DEPUTATION :

Long Term Training Program :

The teachers will be deputed to improve their qualifications and thereby acquire the advanced knowledge in their concerned field to the institutes of advanced studies. The long term training programs shall be leading to Post - Graduate and Ph.D degree.

Conditions for Deputation :

The following conditions should be fulfilled by the employee to be eligible to apply for deputation.

- He must have completed minimum of three years of continuous service in the Institution from the date of his regular appointment and approval thereof.
- He should furnish an agreement bond to serve the Institution for five years after completion of Post-graduate or Ph.D degree.
- He should be below the age of 50 years.
- No extension of deputation period will be considered in case the employee is unable to complete the program in stipulated time.
- After completing and acquiring the higher qualifications he / she should not claim seniority or other benefits over other colleagues in the department.
- If he / she does not complete the program in a time double than the stipulated time / period, then the management shall recover the entire amount spent on his / her program.

Conditions for Sanction

- The Society will depute adequate teaching staff for long term training programs depending upon the requirement of the Institution.
- The Society may depute teaching staff who fulfil the above conditions.
- The candidate has to submit the progress report regularly during the study leave. (i.e every six months)
- If the facilities for higher or advance studies in the subject are available in the State, in such cases no candidate will be considered for deputation outside Maharashtra State or abroad.

B. Deputation For Short Term Training Programs

Short term training programs of one to four weeks duration during summer / winter vacation are organized by U.G.C, AICTE, QIP or ISTE on subjects in the new emerging field or thrust areas. The staff members will be deputed for such courses on duty subject to their selection by the organising body of such courses. However, no expenditure on account of TA / DA, registration fee etc. will be reimbursed by the Society. The staff member will have to submit the detailed report of the course attended by him, if deputed.

C. Deputation For Refresher Courses Of Duration Less Than One Week

Teachers will be permitted to attend

- Conferences
- Annual Convention
- Seminars
- Workshops
- Faculty Development Program

Organized by the professional bodies or the approved organizations, on duty. Active participation by way of contributing paper is preferred. The staff member should submit the report and the copy of the paper presented, if any, to the Institution.

D. Deputation of Non-teaching staff :

Head of the Institution may depute non-teaching staff (i.e. Technical staff and administrative staff) for refresher courses, seminars and workshops on duty as per the requirement of Institution. The staff member should submit the report of course / training attended by him.

3. PERIOD OF ABSENCE CONSIDERED AS "ON DUTY"

The teaching staff members will normally be permitted to attend the work related to paper-setting, assessment at CAP centre, Revaluation, Practical and Oral examination, External Senior Supervisor at examination centre of Pune University or Board of Technical Examination, Maharashtra State. Their period of absence in the Institution will be treated as 'On Duty' period. However, they should take the prior permission for the same, in advance. The consent of such assignments should be given only after considering the priority of the Institutional work.
(Proforma enclosed)

- The teachers who are the members of various bodies viz. Board of Studies, Faculty, Academic Council, Senate, Board of Examination, Board of College and University development etc. of Pune University or Board of Technical Examination (M.S) will be permitted to attend the meetings of these bodies 'on duty'. However, they should inform in writing and obtain the prior permission of higher authority.
- Permission will normally be granted to the faculty members to work as member of Local Inquiry Committee, Inspection Committee or Expert Committee appointed by University of Pune, AICTE, Govt. of Maharashtra and any other statutory bodies. Their period of absence in the Institution will be treated as 'on duty'. However they are required to inform and obtain written permission of higher authority, in advance.
- Teaching faculty will not be permitted to attend 'on duty' the remunerative work of the Universities, other than Pune University such as paper setting / assessment / revaluation / practical and oral examinations etc.
- The teachers who are nominated as expert member on various statutory bodies of other Universities or AICTE will be permitted to attend the meetings of these bodies 'on duty' considering their work schedule in the Institute. However, they have to inform in writing and obtain the prior permission from the Head of the Institution or management.

4. SANCTION OF LEAVE

- I) Leave means the permission given by competent authority to remain absent from the Work.
- II) Leave cannot be demanded as a right.
- III) The competent authority has got a right to sanction or refuse the leave applied by his/her employee depending upon the administrative and academic requirements of the Institution.

TYPES OF DUE AND ADMISSIBLE LEAVES

4.1 (A) EARNED LEAVE : (NON-VACATIONAL STAFF)

Non-vacational staff include -

- (a) Head of Institution Principal / Director
- (b) Administrative Staff
- (c) Staff for essential services like maintenance and security
- (d) Hostel Staff
- (e) Library Staff

- i) Each employee is entitled to 30 days Earned Leave during the calendar year. It will be credited to his earned leave account on 1st January and 1st July, 15 days each.
- ii) The total accumulated Earned Leave of any employee is restricted to 300 days.
- iii) Maximum 120 days earned leave will be sanctioned to employee at a time.
- iv) During the first year of service no employee is entitled to Earned Leave.
- v) Application for earned leave must be submitted in advance for its sanction. (Proforma enclosed)
- vi) Application for earned leave must be for minimum 3 days. Earned leave can be availed maximum three times in a calendar year.

4.1 (B) EARNED LEAVE FOR VACATIONAL STAFF :

The vocational staff includes -

Teaching Faculty : Lecturer / Assistant Professor / Professor / H.O.D

Technical Supporting Staff : Technical Assistant and Workshop Instructors.

Vacational Department and vocational staff are all those departments who get regular long vacations after each semester as declared by the University or concerned statutory Authorities.

- i) If employee avails full vacation then he is not entitled to any Earned Leave.
- ii) If employee is detained during vacation period, then he is entitled to Earned Leave for the period of his detention proportionately (not more than 30 days in a calendar year)
- iii) During the first year of service no employee is entitled to Earned Leave.
- iv) Earned Leave can not be availed in continuation of vacation or vacation cannot be taken in continuation of Earned Leave.

- v) If any employee is transferred from vocational department to non-vocational department or vice versa then the rules of earned leave of concerned department to which he is transferred will be applicable.
- vi) Maximum 120 days earned leave will be sanctioned to employee at a time.
- vii) Application for earned leave must be submitted in advance for its sanction. (Proforma enclosed)
- viii) Application for earned leave must be for minimum 3 days. Earned leave can be availed maximum three times in a calendar year .

4.2. HALF PAY LEAVE

- i) Each employee is entitled to 20 days as half pay leave during each calendar year. It will be credited to his half pay leave account in two installments each of 10 days on first day of January and July of the calendar year.
- ii) In the calendar year in which the employee is appointed, he is entitled to half pay leave proportionately i.e 5/3 days for each month of completed service.
- iii) Half pay leave can be accumulated.
- iv) Half pay leave can be sanctioned on account of medical ground or private work. (Proforma enclosed)

4.3 Commuted Leave (Medical Leave)

Commuted Leave means half pay leave converted into full pay leave only on valid medical ground. For this conversion two days of half pay leave will be considered as one day full pay leave. Over and above this, there is no separate provision of Medical Leave. Commuted leave will be subject to the following conditions.

- i) If any employee does not join the duty after availing Commuted Leave, his entire period of the leave will be treated as leave admissible.
- ii) If the employee is on full time training program, then he / she can avail maximum upto 180 days half pay leave and may be converted into 90 days commuted leave with full pay. This concession is permissible for preparation for final examination.

4.4. LEAVE WITHOUT PAY : (Leave not Due)

If no leave is at the balance of leave account of the employee and in case he applies for leave or remains absent from the duty then such leave period of absence will be treated as leave not due or leave without pay. (Proforma enclosed). The period of leave without pay will change the date of increment, probation period and gratuity accordingly.

4.5. SPECIAL LEAVE : Maternity Leave

- i) Maternity leave of 90 days will be sanctioned by the competent authority to lady employee, who is a regular employee and having not more than two children. This period is counted from the date of starting of leave period.
- ii) The maternity leave will be considered as a special leave with full pay and it will not be debited to any leave account.
- iii) Lady employee should submit a medical certificate indicating the probable date of delivery along with the application for maternity leave. She must give the undertaking that she will inform the actual date of delivery with medical certificate.
- iv) In continuation of maternity leave, the lady employee can take maximum 60 days leave which is due and admissible without producing medical certificate. In case no admissible leave is at her credit, she may apply for leave without pay.

4.6. CASUAL LEAVE AND OPTIONAL HOLIDAYS

All employees are entitled to avail number of Casual Leave and Optional Holidays as notified by the State Government from time to time.

- i) Maximum 3 days Casual Leave can be sanctioned at a time.
- ii) The Casual Leave must be availed proportionately.
- iii) Any holiday or Sunday can be prefixed or suffixed to the Casual Leave. Any Sunday or holiday in between the Casual Leave period will not be counted as Casual Leave.
- iv) If the competent authority notices that the employee has got a tendency to spend the Casual Leave without reason, in such a case it may refuse to sanction the Casual Leave.
- v) The application for Casual Leave must be in the prescribed form and preferably submitted In advance. (Proforma enclosed).

5. AGE OF SUPERANNUATION AND RE-EMPLOYMENT

- i) The age of superannuation of all the employees of Sinhgad Technical Education Society, will be 60 years.
- ii) The teachers in degree colleges / institutions may be considered on the merit for further appointment up to the age of 62 years and thereafter on year to year basis upto 65 years.
- iii) The age of superannuation of Librarians, Physical Education Personnel and such other employees of technical institutions who are treated at par with the teachers will be 60 years. However, there is no provision of re-employment for such category of staff.
- iv) No employee of Sinhgad Technical Education Society, Pune shall continue to hold any office after the age of 65 years. However, the management may appoint senior persons / experts in advisory capacity up to the age of 70 years.

6. THE SCHEME OF EMERITUS PROFESSOR

The scheme of Emeritus Professor is intended to utilize the services of highly qualified and experienced superannuated professors at degree level Institutions / Colleges in stimulating and achieving excellence in Technical Education, i.e. Engineering and Technology, Architecture, Town Planning, Management, Pharmacy, Applied Arts and crafts and other areas as per the AICTE Act.

The Society may consider the appointment of Emeritus Professor at College level subject to the following conditions:

1. **Eligibility:**
The person should be an acknowledged Expert in the field of his / her specialisation, who has been actively engaged in teaching / research and development / academic leadership in technical education.
2. **Tenure:**
Emeritus professorship is tenable for a period of two years only or up to the age of 70 years whichever is earlier.

3. **Emeritus Professorship :**

It consists of -

- A) Honorarium of Rs.10,000/- p.m. to the Emeritus Professor for the duration of his / her tenure.
- B) A contingent grant for research work, travel, preparation of project reports etc. On production of vouchers maximum up to Rs.30,000/- per annum.
- C) The honorarium indicated above will be over and above any superannuation benefit he / she may be in receipt of.
- D) The Emeritus Professorship will be effective from 1st January or 1st July of the year under consideration.

7. **EMPLOYEES MUTUAL BENEVOLENT FUND**

Definition and Purpose

Mutual Benevolent Fund is a fund generated by employees for their mutual benefit and to be utilized for specific defined purpose. Thus this fund is by the employees and for the employees. Sinhgad Technical Education Society does not play any role in this fund. Sinhgad Technical Education Society may grant voluntary contribution towards the fund depending on availability of fund and purpose and cause in specific cases.

Scope

This is applicable to all employees of Sinhgad Technical Education Society namely teaching, non teaching, administrative supporting staff etc. who are on roll of Sinhgad Technical Education Society and are in regular scale. This is not applicable to employees on work charge establishment.

Scheme

1. Employees eligible for this scheme will contribute as follows :
 - A) Teaching staff Rs.20/- per month.
 - B) Non-teaching / administrative staff - Rs.10/- per month.
2. All such collection will be deposited in Sinhgad Technical Education Society Employees Mutual Benevolent Fund A/c.
3. There will be a committee duly constituted as given below :
 - A) Nominee of the Sinhgad Technical Education Society : Chairman
 - b) Representative of teaching staff : Member
 - c) Representative of non-teaching staff : Member
 - d) Registrar, Sinhgad Technical Education Society : Member - Secretary

4. **Disbursement:**
Funds will be disbursed only in case of death of member of the Sinhgad Technical Education Society Employees Mutual Benevolent Fund. The amount of disbursement will be maximum upto the extent of 25% of the total amount accumulated and available in the A/c at that time.
5. Such amount will be disbursed as per the decision of the committee and issued to legal hires or Nominee of deceased person.
6. For all purposes, decision of the committee will be final and binding on all concerned.
7. In the event of the member of Sinhgad Technical Education Society Employees Mutual Benevolent Fund leaving the job or retiring, amount of his contribution of Employees Mutual Benevolent Fund will not be refunded. It will continue to remain as fund only.

8. RESIDENTIAL ACCOMMODATION IN THE PREMISES OF S.T.E.S.

1. Staff Accommodation provided in the campus of Sinhgad Technical Education Society

Some faculty members and other non-teaching staff members of the different Institutions under Sinhgad Technical Education Society are provided accommodation in different Hostel Blocks. Some staff members have been assigned duties relating to the Hostels and some have been allotted the duties relating to the maintenance of the campus. Yet some of the staff members staying in the campus do not have any duty assigned to them either in the hostels or in the maintenance of campus.

2. In view of the Fifth Pay Commission, the House Rent Allowance and Transport Allowance rates have been substantially increased and the employees are being paid accordingly. In view of this, deductions are required to be done towards House Rent, Transport Charge and Service Charges from the salary of employees staying at the campus.
3. In case of staff members who are given rent free quarters as per their eligibility they are not entitled for H.R.A and no H.R.A should be paid to them. However, if such staff is assigned any additional responsibility like Warden / Rector / Estate Manager etc. he / she may be exempted from Service Charges, Water Charges etc. For all other staff staying in the campus their H.R.A and Service Charges schedule should be as follows :

Regarding Accomodation :

Sr.No.	Category of Staff	Type of Quarter Provided	House Rent Allowance to be deducted Rs.	Service Charge to be deducted p.m. Rs.
1.	Teaching	Standard	100%	250.00
2.	Teaching	Not as per Standard	50%	150.00
3.	Teaching	a) Single room b) Single room Sharing	200.00 100.00	100.00 50.00
4.	Non-Teaching	a) Standard b) Not as per Standard	100% 50%	125.00 75.00
5.	Non - Teaching	a) Single room b) Single room Sharing	200.00 75.00	100.00 25.00 (per head)

4. Regarding Transport :

1. Institute Car exclusively allotted - No Travelling Allowance
2. Shared Transport - Rs. 400.00 p.m. (Irrespective of vacation/leave) to be deducted.

The above rules of H.R.A., T.A etc will be reviewed every year in the month of December and implemented w.e.f January of the next year.

Sinhgad Technical Education Society's

Name of the Institute

Pune 411 041

To,

The Principal / Head of Department

Name of the Institution

Pune 411 041

Application for duty leave

Sir,

I, _____ Designation _____ hereby

Request you to grant me duty leave on the date(s) and for the reasons mentioned below.

Sr. No.	Date	Nature of Work	Place of Work	Contact Tel . No.

Your's Faithfully

(Name)

Duty leave sanctioned / not sanctioned.

Principal / Head of Department

Sinhgad Technical Education Society's

Name of the Institute

Pune 411 041

Application for Casual leave / C. off

Name : _____ Designation _____

Period of Leave applied for _____ days from _____ to _____

With permission to prefix _____ and suffix _____ Being Sunday (s)
Holidays.

Reason : _____

Alternative arrangement made :

Date	Time	Class	Subject

Date :

Name and Signature of staff
Providing Alternative arrangement.

Signature of Applicant
(Name)

Casual Leave Account
Casual Leave / C. Off due _____
Casual Leave C. Off availed _____
Balance of Casual leave / C.off _____
Signature of Clerk / Lab Assistant

Recommendations of the Section/
Lab. Incharge with Signature

Leave asked for is / is not granted

HOD / Registrar / AO / Principal

Sinhgad Technical Education Society's

Name of the Institute

Pune 411 041

Application for Earned / Commuted (Medical) / Half Pay / Without Pay Leave

1. Name of the Staff Member : _____

2. Designation : _____ Department : _____

3. Name & Period of Leave : _____ Leave for _____ days

From _____ to _____

4. Prefix / Suffix :

5. Reason for Leave :

Date : _____

Signature of Applicant

Recommendations of the Head of Department

The leave asked for is recommended /

Not recommended for sanction.

Signature of Head of Department

Remarks of Establishment Section regarding balance of leave.

Balance of Earned Leave _____ days / Half pay leave (Medical) _____ days.

Signature of I/C Estt. Section

Remarks of Principal / Registrar regarding sanction of leave.

Leave asked for is / is not sanctioned.

Principal



SINHGAD TECHNICAL EDUCATION SOCIETY

44/1, Vadgaon (Budruk), Off Sinhgad Road, Pune - 411 041. Tel./Fax : (020) - 435 47 21. E-mail : stes@pn2.vsnl.net.in



नोंदणी प्रमाणपत्र

संस्था नोंदणी अधिनियम, १८६०

(१८६० चा अधिनियम २१)

नोंदणी क्रमांक
महाराष्ट्र ७१९९. ९३/पुणे

मातृशाले असे प्रमाणित करण्यात येते की, मिंटु गड डेव्होपमेंट एज्युकेशन
जे.जे.यरी, मिंटु गड रोड पुणे ५१

प्राचीन वारंश संस्था नोंदणी अधिनियम, १८६० (सन १८६० चा अधिनियम २१) मन्वये योग्यरित्या नोंदणी करण्यात आली.

तारीख ६.७.१९९३ रोजी माझ्या सहोनिशा दंते.



मन्वये
संस्थांचे सहायक निबंधक,
पुणे विभाग.

(वि.सं.प./प.भा./पु.भा.वि/२ व.



नोंदणीचे प्रमाणपत्र

याद्वारे प्रमाणपत्र देण्यात येते की, घाती वन्य केंद्री कार्पेनिक विवाहसंस्थान ही घात, मुंबई कार्पेनिक विवाहसंस्थानाचा अधिनियम, १९५० (सन १९५० चा मुंबई अधिनियम क्रमांक २१) चा अन्वये पुणे जिल्हा भाग पुणे येथील कार्पेनिक विवाहसंस्थानाची नोंदणी करण्यात येऊन ती संपूर्ण अटी व शर्तीत अंतर्भूत झाली आहे.

कार्पेनिक विवाहसंस्थानाचे नाव सी.एंगड डे।क्नीकल पुण्यमुकेशान सोसायटी पुणे सर्वे क्रं. २५।३।३. हिंगणखर्द. सी.एंगड रोड, पुणे ५१. कार्पेनिक विवाहसंस्थानाच्या नोंदणी पुढीलप्रमाणे क्रमांक पुणे - ८२८२ (पुणे) स्त्री गारुती गीवृत्ती गवल ८ सप्तरीव) यांचे प्रमाणपत्र दिले.

दिनांक १२ ऑगस्ट १९९३ रोजी घात घडविली दिले.

सि.स.



पुणे
पुणे नोंदणी कार्यालय
पुणे नोंदणी कार्यालय, पुणे

MEMORANDUM OF ASSOCIATION

- 1. Name** : The name of the Society shall be
"The Sinhgad Technical Education Society", Pune 41
- 2. Office** : Survey No. 44/1, Vadgaon (Budruk),
Off Sinhgad Road, Pune - 411 041
- 3. The aims and objects** : The aims and objects of the Society are -
- a) To impart education of any kind in any branch of Arts, Science, Commerce, Engineering, Technology, Architecture, Medical, Pharmacy, Physical Education, etc. to the rising generation of Maharashtra and elsewhere as the circumstances from time to time may permit.
 - b) To open educational institutions in Maharashtra and outside for the aforesaid purpose.
 - c) To undertake activities like organisation of seminars, symposia for mutual exchange of advancements in the field of education.
 - d) To take over already established educational institutions or any branches of education if required in order to impart education.
 - e) To start residential hostels for the students undergoing education anywhere in Maharashtra and elsewhere.
 - f) To publish magazines, news letters in order to impart education to the Society.
 - g) To undertake development Programmes / Projects in the various fields viz. Agricultural Sciences, Environmental Engg., Social Sciences, Cultural activities, Sports development, Rural development, Health / Medical Sciences, Pharmaceutical Sciences, Engineering Sciences, Human Sciences, Natural Sciences, and Management Sciences, as well as Public Administration, Defence Studies, etc. for the upliftment of economic and social standard of the citizens of India and the schemes sponsored for the said cause in the above fields by State / Central Govts. Industrial / Social Organizations / Associations / Societies and foreign agencies for rural as well as urban development and social welfare.
 - h) To undertake research and Development activities in the field of Pure Science, Engg. Science, Management Science, Agricultural Sciences, Medical Sciences and Social Sciences and to establish Testing Laboratories and render services in R & D field to the individuals, industries, societies and other organizations.
 - i) To establish the Hospitals in the rural / urban and tribal areas and to run them for the benefit of the public at large.
 - j) To arrange exhibitions on the Social Background.

4. GOVERNING BODY

- a) The Managing Council shall be the Governing Body of the Society.
- b) The names, addresses and occupations of the members constituting governing Body to whom the rules and regulations of the Society, the management of its affairs is entrusted for the time being are set forth hereunder. The following members of the Managing Council would be managing the entire affairs of the Society.

Sr. No.	Names	Address	Occupation & Nationality	Sd/-
1.	Shri Maruti Nivrutti Navale, Founder President & Chief Managing Trustee (Age: 48 yrs)	Green Park, 45/6-10, Karve Nagar, Next to Nav Sahyadri Society, Pune- 52	Educationist, Agriculture, Social Worker INDIAN	Sd/-
2.	Shri Sukhadeo Nivrutti Navale Vice President	SNEHAL, College Road, Karmala, Dist: Solapur	Business INDIAN	Sd/-
3.	Mrs. Sunanda Maruti Navale (Secretary) Age: 32 Yrs.	45/6-10, Green Park, Karve Nagar, Pune 411 052	Education, Housewife INDIAN	Sd/-
4.	Mrs. Vijaya Sukhdeo Navale (Member) Age: 40 Yrs	SNEHAL, College Road, Karmala, Dist: Solapur	Service, Educationist INDIAN	Sd/-
5.	Shri Bapusaheb Baburao Nimbhore (Member) Age: 55 Yrs	"Rachna", Shri-Niketan Soc., Kothrud, Pune 411 029	Service INDIAN	Sd/-
6.	Shri Anandrao Shankar Bansode (Member) Age: 49 yrs.	Sulochana Nivas, Dias compound, Jogeshwari (East), Bombay 60	Business INDIAN	Sd/-
7.	Shri Sanjay Sadashiv Navale (Member) Age: 29 Yrs	A/p. Ekhatpur, Tal. Sangola, Dist.: Solapur	Agriculture INDIAN	Sd/-

We, the several persons whose names and addresses and occupations are given above and desirous of forming into a Society in pursuance of this Memorandum of Association under the provisions of the Society's Registration Act 1860 (XXI of 1860) in testimony whereof we subscribed our respective names and signature hereto on the Thirteenth day of the month of March in the year 1999.

Witness to the above signatures of identification to the above signatures.

	NAMES	SIGNATURE
1)	Shri Maruti Nivrutti Navale	Sd/-
2)	Shri Sukhadeo Nivrutti Nawale	Sd/-
3)	Mrs. Sunanda Maruti Navale	Sd/-
4)	Mrs. Vijaya Sukhadeo Nawale	Sd/-
5)	Shri Bapusaheb Baburao Nimbhore	Sd/-
6)	Shri Anandrao Shankarrao Bansode	Sd/-
7)	Shri Sanjay Sadashiv Navale	Sd/-

BYE-LAWS AND TRUST DEED OF THE SINHGAD TECHNICAL EDUCATION SOCIETY, PUNE - 41

CHAPTER - I

1. **Name** : The name of the Society shall be
"The Sinhgad Technical Education Society", Pune 41
2. **Office** : Survey No. 44/1, Vadgaon (Budruk),
Off Sinhgad Road, Pune - 411 041
3. **Jurisdiction** : All over India

CHAPTER - II

MEMBERS OF THE SOCIETY

4 A. LIFE MEMBERS :

i) Total Strength :

The total number of life members shall be maximum 11 inclusive of the President and the Secretary. The life members shall be the Trustees of the Trust / Society. The life members elected on the Managing Council shall be called as Managing Trustees.

ii) Qualifications :

- a) The President and the Secretary shall be the life members of the Society and shall be the permanent Trustees of the Sinhgad Technical Education Society, Pune - 41.
- b) He or she shall be major at the time of admission.
- c) Each life member is required to pay Rs. 2,00,000/- (Rs. Two lacs only) as subscription for the life membership.
- d) Any other person donating to the Society sum of Rs. 2,00,000/- and who pledges to work for the society in any capacity and whose application shall be approved by the Managing Council, shall be admitted as the life member of the Society only on receiving the consent in writing from the President and the

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The total number of life members shall be maximum 11 inclusive of the President and the Secretary. The life members shall be the Trustees of the Trust / Society. The life members elected on the Managing Council shall be called as Managing Trustees.

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- c) Each life member is required to pay Rs. 2,00,000/- (Rs. Two lacs only) as subscription for the life membership.
- d) Any other person donating to the Society sum of Rs. 2,00,000/- and who pledges to work for the society in any capacity and whose application shall be approved by the Managing Council, shall be admitted as the life member of the Society only on receiving the consent in writing from the President and the Secretary. Provided any organisation / firm / company / trust or person donating sum of Rs.2,00,000/- or more, shall be entitled to nominate any person or more persons, in accordance with the multiple of Rs.2,00,000/- for being considered for the post of the life membership provided the President and Secretary give in writing their consent for the admission as life member.

iii) Termination of life membership :

- a) Life membership shall stand automatically terminated upon the death of the life member. However, any heir nominated by the life member shall be admitted as the life member upon death, resignation or incapacitation of the original member without any additional subscription or donation for life membership.
- b) The Life membership shall stand terminated, upon any person being convicted by any court of Law through out India for having committed any criminal offence involving moral turpitude, or upon being declared as having unsound mind.
- c) The life member may be removed, if he or she undertakes any activities found to be detrimental or prejudicial to the interests of the Society, provided a resolution to that effect is passed by the General Body with 2/3rd majority, by issuing previous showcause notice to such member. Such show-cause notice shall be issued by the President or Secretary of the Society, upon being so

4 B. HONORARY MEMBERS :

i) Total Strength:

The total number of honorary members shall be maximum of 15.

ii) Qualification:

- a) He or She shall be major at the time of admission.
- b) Any person donating to the Society sum of Rs. 50,000/- and who pledges to work for the Society in any capacity and whose application shall be approved by the Managing Council, shall be admitted as the honorary member, provided any Organisation / Firm / Company / Trust or person donating sum of Rs.50,000/- or more, shall be entitled to nominate any person or more persons, in accordance with the multiple of Rs. 50,000/- for being considered for the post of the honorary membership.

iii) Termination of honorary membership:

- a) Honorary membership shall stand automatically terminated upon the death of the life member.

The honorary membership shall stand terminated, upon any person being convicted by any Court of Law throughout India for having committed any criminal offence involving moral turpitude, or upon being declared as the person with unsound mind.

The honorary member may be removed, if he or she underatkes any activities found to be detrimental or prejudicial to the interests of the Socitey, provided a resolution to that effect is passed by the General Body with 2/3rd majority, by issuing previous show cause notice to such member. Such show-cause notice shall be issued by the President or Secretary of the Society, upon being so authorized by the Managing Council.

- iv) No honorary member shall be entitled to get refund of the donation of Rs. 50,000/- upon the termination of his membership for any reason whatsoever.

4 C. SYMPATHISERS :

Any person who has contributed or who will contribute at least Rs. 10,000/- (Rs. Ten Thousand Only), shall be the sympathisers of the Trust if admitted by the Managing council. If the Managing Council desires, the sympathizers may be called to attend the General Body Meeting as invitees, however they will not be eligible to vote for the election of the members of the Managing Council and the offie bearers of the Society / Trust.

The sympathizers may be invited as invitees for the General Body Meeting and they shall not be the voters for deciding the issues in the General Body Meeting. A sympathizer can be removed by the Managing Council if desired by passing resolution with simple majority and no show-cause notice is required to be given.

5. The General Body will comprise of maximum Eleven Life Members and Fifteen Honorary Members only.

- a) To elect four members of the Managing Council of the Society from amongst the life members of the society.
- b) To elect one Vice-President on the Managing Council from amongst the life members of the society.
- c) To consider and approve the annual report, the budget, the balance sheet and all the statements of the accounts in the Annual General Body Meeting, upon the same being submitted to it by the Managing Council.
- d) To elect two members of the Managing Council from amongst the honorary members of the Society.
- e) To generally decide the policy of the Society and to issue general guidelines to Managing Council of the Society from time to time.
- f) To amend the rules and regulations, or byelaws of the Society, upon receiving the recommendations of the Managing Council to that effect. Provided, the rules and regulations, or the bye-laws shall be amended with 2/3rd majority of the members present in the meeting of the General Body, and provided a notice of 10 days in respect of the proposed amendments is duly served on all the members of the General Body. The resolution to amend the rules and regulations or byelaws / trust deed of the Society / Trust unless it is consented in writing by both President and the Secretary, cannot be moved either in Managing Council or in the General Body Meeting.
- g) All decisions on Resolution moved in the General Body shall be taken by a majority of votes on show of hands or by secret ballot if demanded by a majority of Life Members at the time of the meeting.
- h) To appoint Auditor or Auditors and fix his / her or their remuneration.

6. MEETING OF THE GENERAL BODY :

The General Body shall meet at least once in a year after the closing of the year.

7. SPECIAL MEETING OF THE GENERAL BODY :

A Special meeting of the General Body may be convened on a requisition by the office bearers or signed applications of at least 9 Life Members of the society with special agenda for the meeting in the form of resolutions. For such special General Body Meeting the notice period of 10 days will be required. The meeting convened on requisition shall consider only those items for which it shall have been convened. The agenda of such Special General Body Meeting shall be prepared by the Secretary in consultation and with the consent of the President and shall be circulated to all the members. The President of the Society shall also have power to instruct the Secretary to convene Special Meeting of the General Body as and when found by him to be necessary. The agenda of such meetings shall be decided by the President and the Secretary. The President shall have the right to issue agenda if and only if the Secretary fails to call the Special General Body Meeting in spite of instructions, as aforesaid.

- 8. Notice to convene meeting of the General Body -** A notice to convene the meetings of the General Body shall be in writing signed by the Secretary and sent to all the Life Members / Honorary Members ten days prior to the date of the meeting and the notice shall contain date, time and place of the meeting along with the agenda to be placed before the meeting. The agenda of such meeting shall be decided by the President or the Secretary.
- 9. Notice of the General Body how to be served -** Notice delivered by hand or sent by the post on the address available on the records of the Society shall be deemed to have been served on the Member.
- 10. Quorum -** The necessary quorum for a meeting whether general or special shall be 1/3rd of the total number of life members and honorary members.
- 11. Want of Quorum -** When there is no Quorum, the meeting shall be adjourned and the adjourned meeting shall be held after half an hour at the same place, to consider the same agenda and a note to that effect may be made in the notice of the meeting.
- 12. Adjourned Meeting -** The meeting held after the original meeting was adjourned either for want of Quorum or because all the subjects on the agenda are not disposed off, is an adjourned meeting. An adjourned meeting does not require quorum. But the adjourned meeting shall not consider the subjects not on the agenda of the original meeting.

**13. The following shall be the members of the Managing Council:
The strength of the Managing Council shall be minimum seven and maximum nine.**

- | | |
|---|--|
| a) President (1 post)
(Chief Managing Trustee) | Permanent Post |
| b) Secretary (1 post) | Permanent Post |
| c) Vice President (1 post) | One post to the office of the Vice President to be elected by and from amongst the Life Members (i.e. from Trustees) |
| d) Four Members (4 posts) | To be elected by the General Body amongst the (Maximum) Life Members in its General Body Meeting every three years. (i.e. from Trustees) |
| e) Two Members (2 posts) | To be elected by the General Body amongst the (Maximum) honorary / Life members in the Annual General Body meeting, every three years. |

Thus the maximum strength of the Managing Council shall be nine. In addition to the elected and the permanent members of the Managing council, the Society / Trust may need the expert services of the personnel from the Industry / Education / Professionals / Business / Social organisations to promote the educational activities and in order to meet such needs the Managing Council may nominate and or co-opt such experts from the different disciplines in the advisory form. The nomination or co-option of the members shall be as follows:

- f) The Managing Council may nominate maximum four members from any class of members on the Managing Council of the Society and such nominated members shall have the same tenure as the Managing Council. The nominated members shall express their views in the meeting but shall not have a right of voting. These nominated members shall be invited to attend the meetings of the Managing Council.
- g) The Managing Council in its first meeting after election, on the recommendation of the President / Secretary may co-opt maximum five members on the Managing Council. These co-opted members shall represent different disciplines / expertise

from the field of education, industry, business or professional bodies and shall be in position to contribute to promote the educational activities of the Society/ Trust. The co-opted members shall be attending the meetings of the Managing council as invitees. The names of the co-opted and nominated members need not be inserted in the list of trustees to be registered in the Public Trusts Register in the office of the Charity Commissioner. The role of the nominated and co-opted members shall be purely in the advisory form. The co-opted members need not be the members of the Trust / Society. The tenure of the co-opted and nominated members shall be at the pleasure of the Managing Council. The co-opted / nominated members shall be removed by passing resolution in the Managing Council by simple majority. They need not be issued show-cause notice before removal. The tenure of the co-opted / nominated members shall be maximum of three years and shall automatically cease to be co-opted / nominated member of the Society unless the new Managing Council again co-opts / nominates them for the further period in its first meeting after election to the positions of the members of the Managing Council.

Provided if the Managing Council desires so, may appoint maximum two additional members as office bearers as Vice President or Treasurer from and amongst the co-opted and or nominated members and authorise them to function as Vice President and or Treasurer for the fixed period in the event of necessity for the additional office bearers. These office bearers shall be authorized officers of the Society during their tenure of appointment as office bearers and if authorized by the Managing Council they may be entrusted additional duties as authorised officer of the trust/ Society for signing documents / exchange of correspondence and operation of the accounts jointly with the President or Secretary. The nomination of the members or co-option of the members on the Managing Council as office bearers or authorised officers of Society shall be at the desire of the Managing Council and shall not be mandatory. If the Managing Council desires, the nominated or co-opted additional office bearers shall be removed by passing resolution with simple majority in the meeting of Managing Council without assigning any reasons for doing so to individual or all nominated or co-opted additional office bearers / authorized officer. The Managing Council shall have an option for how many members be nominated or co-opted on the Managing Council and the number could be reduced or increased as and when required. The structure of the Managing Council cannot be modified unless consented by Secretary and President both and unless the resolution is passed with 2/3rd majority in the General Body meeting.

The tenure of the Managing Council members excepting President & Secretary, being permanent posts shall be three years. However, the Managing Council members shall continue till the elections are held and new Managing Council is formed.

14. Functions of the Managing Council :

- a) To appoint Advisory Bodies consisting of Life Members, Honorary Members, Sympathisers, etc. or any other person having expertise. The advisory bodies shall function under the Secretary of the Society.
- b) To fill up the Casual vacancy if occurred due to some reasons.
- c) To raise the funds for the Society by way of Term loan / overdraft / cash credit facilities from the banks or financial institutions and also by way of fees, deposits etc. from students.
- d) To assign the duties to the office bearers from time to time.
- e) To approve the expenditure incurred by the Society and its office bearers.
- f) To prepare project proposals and submit the same through office bearers to the appropriate authority either of State or Central Govt. or other social organizations, including foreign agencies.
- g) To appoint financial consultants for project proposals and to fix up their remuneration.
- h) To give approval for the visit of the office bearers or other members of the Managing Council for the purpose of abroad training or to persuade the proposals of the society.
- i) To prepare the Annual Budget of the Society.
- j) To move the Resolution in respect of mortgaging the property of the Society in order to obtain financial loans either from Scheduled banks, co-operative banks, financial institutions, leasing companies, and private organisations, individuals, etc. The loans to be raised shall be Term loan, cash credit, overdraft, demand loan, etc. or it may be in the form of bank guarantee or letter of credit etc. as the case may be.
- k) To execute the resolutions passed by the General Body.
- l) To perform any other functions that will be assigned by the General Body of the Society from time to time.
- m) To authorize the office bearers to make the purchase of the land, building, equipment, furniture, stationery materials, vehicle and other movable and immovable propoerties for the Society.
- n) To sell, dispose off and / or lease out movable and immovable assets of the society and authorize office bearers of the Society for the same.
- o) To accept deposits for the Society and refund the same.
- p) To consider commercial proposals and execute them for raising the funds to society including manufacturing, processing, construction, service institutions

and such other projects as deemed to be fit for upliftment of down trodden people.

- q) To fix remuneration or honorarium to the Secretary and Joint Secretary.
- r) **CASUAL VACANCY:** Casual vacancy if arises due to any reason in the members of the Managing Council that will be filled by Managing Council from the respective classes of membership by co-option on the recommendation of the Secretary & President.

15. MEETING OF THE MANAGING COUNCIL:

- a) The Managing Council as constituted in Rule 14 shall meet at least four times in a year.
- b) Notice to convene the meeting of the Managing Council shall be issued by the Secretary, in consultation and with the consent of the President, and the same shall be served upon the members by hand delivery and Post which shall contain the date, time and place of the meeting, along with agenda, 10 days prior to the date of the meeting. The agenda shall be finalized by the Secretary in consultation and with the consent of the President. The President shall issue such notice, if found necessary, on account of failure of the Secretary to issue such notice at any time.
- c) **Notice of the Managing Council - How served.**
Notice delivered by hand and or sent by post on the address available on records of the Society shall be deemed to have been served to the member.
- d) **Quorum -** The necessary quorum for Managing Council Meeting shall be 1/3 of total strength of Managing Council.
- e) **Want of Quorum -** When there is no quorum, the meeting shall be adjourned and the adjourned meeting shall be held after half an hour at the same place, to consider the same agenda and note to that effect may be made in the notice of the meeting.
- f) **Adjourned Meeting -** The meeting held after the original meeting shall be adjourned either for want of quorum or because of subjects on the agenda not disposed off is an adjourned meeting. An adjourned meeting does not require quorum. But the adjourned meeting shall not consider subjects not on the agenda of the original meeting.
- g) **Circulatory Meeting:** The President or the Secretary may circulate hand deliver any proposal, in case of emergency, and thereby call upon the members of Managing Council to record their votes in favour or opposing the proposal and the resolution passed shall be deemed to have been passed by the Managing Council.

16. THE OFFICE BEARERS OF THE SOCIETY :

- a) The President : Shri MARUTI NIVRUTTI NAVALE, The Founder of the Trust & Life Member of the Trust and the Chief Promoter of the Society shall be the permanent President of the Society and Managing Council in appreciation of donation of Rs. 50.00 lacs given or promised to be given by him and his family and associates. His male or female successor, as shall be nominated by him shall become President, upon his death, without payment of any additional donation. The same procedure of nomination shall be applicable for further succession to the office of the President. The President shall be also the Chief Managing Trustee.
 - b) The Secretary : The Promoter and Founder Life Member of the Trust, Mrs. Sunanda Maruti Navale shall be the permanent Secretary of the Society. Upon her demise, her male or female successor as nominated by her shall be appointed, as the Secretary and further appointments shall also be made, as per the same provision to the office of the Secretary. Provided in the event of eligible heir for the appointment of the President or the Secretary being not available or on his refusal to accept the office, the General Body shall elect the President or the Secretary, as the case may be, from amongst the life members and shall continue to elect such office bearer along with the members of the Managing Council, until such heir is available and is ready and willing to accept the office.
 - c) Vice President : Shall be elected from amongst the life members in the General Body Meeting, every 3 years.
 - d) Joint Secretary : The Secretary shall appoint Joint Secretary or Joint Secretaries, with the consent of President. The remuneration and service conditions of the Joint Secretary shall be decided by the Managing Council on the recommendations of the Secretary.
17. The tenure of the office bearers except the President and the Secretary appointed permanently, shall be of three years from the date of Annual General Body Meeting. The office bearers however shall continue to function until the new elections are held.

18. THE FUNCTIONS OF THE OFFICE BEARERS :**a) PRESIDENT :**

- 1) To preside over and conduct the Meetings of the Managing Council and General Body.

- 2) To decide all questions by a majority at such meeting and to give casting votes in the event of equality of votes.
- 3) In case of equality of votes he / she may exercise his / her casting vote.
- 4) To generally supervise and control the activities of the Society and to issue the directives to the office bearers of the Society from time to time.
- 5) To execute necessary legal documents such as contracts, Mortgage deeds, conveyances, to make affidavits, to give undertakings, promissory notes, agreements, etc. on behalf of the Society and also on behalf of the Managing Council of the Society. To execute all the legal documents as and when required for the Society or its Institutions. To sign and issue appointment letters, termination letters, promotion, demotion of employees as well as to suspend or to reinstate employees. The President may authorise the Secretary to do all such acts mentioned herein above.
- 6) To perform the duties and exercise powers specifically conferred upon him by the constitution.
- 7) To operate bank accounts of the Society and its Institutions under his / her sole signature or jointly with Secretary or Vice President or any other person authorised by the Managing Council.
- 8) To enter into contracts by executing the same with the joint signature of the Secretary.
- 9) The President shall exercise all the powers and perform duties of any of the office bearers, Heads of the Institutions and any of the employees whenever he finds it necessary and all the decisions shall be final and shall be binding on the concerned. The President shall have supreme authority amongst all and shall be the Chief Managing Trustee of the Society / Trust. The President shall have power to take over duties of any office bearer / trustees / member / employee as and when he / she finds it necessary in the interest of the Society / Trust.

b) VICE PRESIDENT :

In the absence of the President, the Vice-President shall preside over and conduct the meeting. In the absence of the President and Vice President, the other members shall elect a Chairman from among the members present and he / she shall preside over and conduct the said meeting as a President.

c) SECRETARY :

The Secretary shall be the Joint Chief Managing Trustee and shall be the Secretary of the society, and of the Managing Council, and of the General Body and he / she shall be responsible for these bodies. The amount of remuneration of the Secretary will be decided by the Managing Council.

THE FUNCTIONS AND POWERS OF THE SECRETARY ARE:

The Secretary shall exercise the following powers and perform duties independently.

- i) To convene all meetings of the General Body and the Managing Council by issuing notice as provided by the rules.
- ii) To write minutes of the meeting of the Managing Council and General Body. The Secretary shall sign the minutes of the Managing Council along with the President when confirmed in the subsequent meetings of the Managing Council and the General Body.
- iii) To keep and maintain accounts.
- iv) To present the budget of the expected income and expenditure of the Society and its Institutions before the first meeting of the General Body after the close of financial year for consideration and sanction.
- v) To carry on correspondence for the Society and for the Institutions conducted by the Society.
- vi) To arrange and keep the records of the Society
- vii) To collect necessary information from Heads of the Institutions of the Society and to issue directive to the heads, other staff members from time to time.
- viii) To implement the resolutions of the General Body and Managing Council.
- ix) To correspond on behalf of the Society and to represent the Society in all the activities undertaken by the Society.
- x) To represent the Society in all legal actions by or against Society and to execute legal documents for the Society or on behalf of the Society.
- xi) To perform and do all such duties in the interest of the Society as are assigned to him by the General Body and Managing Council from time to time.
- xii) To make the appointments of the heads of the Institutions and other teaching and non-teaching staff members as per the prevailing statutory rules and if required to nominate members on the Selection Council from office bearers as per the statutory requirement.
- xiii) To transfer, remove, terminate, promote, demote an employee in case of misconduct/ indiscipline.
- xiv) Functions of the Joint Secretary will be decided by the Secretary.
- xv) To award civil contracts and other contracts of the projects undertaken by the Society.
- xvi) To make the purchases of the land, buildings, equipments, furniture and other miscellaneous items for the Society and its institutions.

- xvii) To rent out, lease out the properties of the Society for earning the funds for the Society and to enter into agreements with the parties concerned.
- xviii) To appoint architects, consultants or any other bodies as required for the benefit of the Society.
- xix) To collect funds for the Society by way of loans, donations, gifts, rents, deposits, either from individuals or organizations / firms / companies / financial institutions, foreign agencies, etc. and to execute the necessary documents, agreements, deeds, etc. on behalf of the Society and on behalf of the members of the Managing Council in the capacity of Secretary and Chief Managing Trustee.
- xx) To carry out all the other duties assigned by the Managing Council from time to time for the benefit of the Society.
- xxi) To work as Chairman of Governing Councils of the Institutions of the Society and / or Local Managing Council or staff selection council, etc.
- xxii) To make applications for obtaining loans from the Nationalised / Co-operative Banks, financial institutions, leasing companies, private organizations, individuals, etc. and to raise the loans for the Society on moving appropriate resolutions in the Managing Council, and to execute the necessary documents, give undertakings, make affidavits or execute the agreements on behalf of the society and to give guarantee or to remain guarantor to the financial institutions on behalf of the Society and also on behalf of all the members of the Managing Council.

d) Joint Secretary

Functions assigned by the Secretary from time to time. The Joint Secretaries shall be appointed by the Secretary either on full time or part time basis as per the requirement with the consent of the President. The remuneration of the Joint Secretary shall be decided by the Managing Council. The Joint Secretary / Secretaries need not be the members of the Society. The Joint Secretaries so appointed shall be invitees to the meetings of Managing Council and the General Body.

19. FUNDS OF THE SOCIETY WILL INCLUDE THE FOLLOWING :

- a) Contribution of the Life Members, Honorary Members, and Sympathisers
- b) All immovable property
- c) Endowments and gifts.
- d) All dead stock articles, books, apparatus, and equipments
- e) Constitutional donations donated for the purpose for which they are donated.
- f) Fees and Fines
- g) Fixed Deposits
- h) Interests on the Banks Deposits
- i) Loans from Commercial Banks, Financial Institutions and Leasing companies.

All the funds of the Society shall be owned by the Society. Funds shall be utilized exclusively for the benefit of the Society and its Institutions.

20. FINANCIAL YEAR OF THE SOCIETY :

The financial year of the Society shall begin on the first day of April every year and shall end on 31st March of the following year.

21. Operation of Bank Accounts :

The entire amount of the society should be deposited either in the scheduled banks or Nationalised Banks or any other co-operative bank as permitted under the Public Trust Act. The amount must be deposited in the name of the society or in the name of the Institutions of the Society. Bank accounts of the Society shall be operated either under the sole signature of the President or jointly with the Vice President or the Secretary. The bank accounts shall be operated by the Vice President and Secretary upon authorisation by the Managing Council. The bank accounts of the Institutions shall be operated with the joint signature of the President / Secretary / Vice President and Head of the Institute. The Secretary or President may nominate any Vice President / person / member / Joint Secretary for operation of the bank accounts of the Institution upon authorisation by the Managing Council.

22. SPECIAL COUNCIL :

For the fulfillment of aims and objects of the Society in General Body, Managing Council may appoint Special Councils from amongst the Life members, Honorary members or any other persons, if necessary. Such councils will function in the advisory capacity. Their suggestions will be put up before the Managing Council for decisions. However, their suggestions will not be mandatory on the part of the Managing council. Such special council will not have any rights of making decisions. The decision if taken by the Special Committees so appointed shall be implemented only on confirmation by the Managing Council by passing the resolution. The Special Committee be named as Executive Council or Executive Committee. The members of such Committees shall be recommended by the Secretary and the President.

23. RESIDUARY POWERS :

All or any of the matters relating to the society and its Institutions not provided for in these Rules and Regulations shall be dealt with or decided by the General Body.

24. These rules and regulations shall come in force immediately on registration of the Society with appropriate authority of the government.**25. AMENDMENT :**

The amendment in two copies shall be made in the Annual General Body Meeting by 2/3rd majority and the rules of the Society will be modified or altered or changed on receiving the recommendations from the Managing Council. The notice of such changes will be given to the members of the Society.

26. CHANGE IN THE NAME OR OBJECT OF THE SOCIETY

As per the provisions of Society's Registration Act 1860, the necessary procedure will be followed as per the Section 12 and 12A of Society's Registration Act 1860.

27. DISSOLUTION :

The necessary procedure will be followed as per the Society's Registration Act 1860, as per the provisions of the Section 13 & 14 of the Society's Registration Act 1860.

CERTIFICATE

This is to certify that, this is the true and correct copy of the rules of the

Sinhgad Technical Education Society, Pune - 411 041

and shall come in force with immediate effect.

sd/-

Prof. M. N. Navale

Founder - President

&

Chief Managing Trustee